

SIKKIM



GOVERNMENT

GAZETTE

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Gangtok

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No. 459

**GOVERNMENT OF SIKKIM
HOME DEPARTMENT
GANGTOK**

No. 70/Home/2016

Dated: 23/11/2016

NOTIFICATION

Whereas the State Government has deemed it expedient to regulate the allotment for utilization of Chintan Bhawan, Gangtok;

Now therefore, with the view to achieve the above objectives, the State Government hereby makes the following, rules, namely:-

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| Short title and commencement | 1. (1) These rules may be called the Allotment for Utilization of Chintan Bhawan Rules, 2016. .
(2) They shall come into force on the date of their publication in the Official Gazette |
| Control and supervision | 2. The overall control of Chintan Bhawan, Gangtok shall be vested with the Secretary-in charge of Home Department, Government of Sikkim, who shall authorize any officer of the Home Department to control and make supervision of Chintan Bhawan on his behalf. |
| Utilization of Chintan Bhawan, Gangtok. | 3. (1) The conduct of Affairs given at Annexure I shall be strictly adhered to.
(2) Chintan Bhawan shall not be utilized for marriage ceremony or cultural programme.
(3) It is mandatory for private organization/ firm/ enterprise/ NGOs to obtain/ NOC from the concerned Departments of State Government.
(4) No halls of Chintan Bhawan shall be allotted more than 30 (thirty) days in advance.
(5) Confirmation letter will be issued 2 (two) weeks before the programme. Formal permission will be issued only after the receipt of full payment.
(6) Incase of exceptional case, advance will be refunded with due concurrence of FRED. |

Note: There shall be no discount and waiver of hire charge of Halls and other facilities of Chintan Bhawan.

Priority of right to utilize halls of Chintan Bhawan, Gangtok

Entitlement of Official Rate

Entitlement of Ordinary Rate at 50% enhancement

Charges of Utilization

4. Programme/ meeting date will be preponed/ postponed if the Government requires the hall on the same day.

5. State Government / Central Government Departments/ Public Sector Undertakings/ NGO/ Educational Institutions/ Social Organisations/ Religious Institutions and Trusts based and registered in Sikkim falling under Category 'A' shall be entitled to official rate.

6. Private Firms/ Enterprises/Organisations/ Educational Institutions/ Religious Institutions/ NGOs/ Central Public Sector Undertakings and Trusts based and registered outside Sikkim falling under Category 'B' shall be entitled to ordinary rate at 50% enhancement.

7. The charge of utilization of a hall per day shall be as follows, namely:-

CATEGORY A. HALL TARIFF FOR THE STATE GOVERNMENT DEPARTMENTS/ CENTRAL GOVERNMENT DEPARTMENTS/ STATE PUBLIC SECTOR UNDERTAKINGS/NGOs/EDUCATIONAL INSTITUTIONS/TRUST AND SOCIAL ORGANISATIONS/ RELIGIOUS INSTITUTIONS BASED AND REGISTERED IN SIKKIM.

Sl. No.	Particulars of Hall	Tariff
1	Conference hall	Rs. 22,000/-
2	Conference and Banquet hall	Rs. 30,000/-
3	Meeting hall only	Rs. 8,000/-
4	Meeting with Banquet hall	Rs. 22,000/-
5	Banquet hall only	Rs. 16,500/-
6	Lobby only	Rs. 5,000/-
7	Press room only (for dining purpose incase of less participants in meeting hall)	Rs. 6,000/-

CATEGORY B. HALL TARIFF FOR PRIVATE FIRMS/ ENTERPRISES/ ORGANISATIONS/ EDUCATIONAL INSTITUTIONS/ RELIGIOUS INSTITUTIONS/ NGOs / CENTRAL PUBLIC SECTOR UNDERTAKINGS AND TRUST BASED AND REGISTERED OUTSIDE SIKKIM.

Sl. No.	Particulars of Hall	Tariff
1	Conference hall	Rs. 33,000/-
2	Conference and Banquet hall	Rs.45,000/-
3	Meeting hall only	Rs.12,000/-
4	Meeting with Banquet hall	Rs. 33,000/-
5	Banquet hall only	Rs. 25,000/-
6	Lobby only	Rs. 7,500/-
7	Press room only (for dining purpose incase of less participants in meeting hall)	Rs. 9,000/-

- Realisation of Hire Charge** 8. (1) The Senior Controller of Household Affairs, Chintan Bhawan or such other Officer as may be nominated for the purpose in the Protocol Section, Home Department shall on receipt of hire charges of halls in the form of Bank Challan or other authorised means of payment, issue permission for allotment of halls of Chintan Bhawan, Gangtok.
- (2) The statement of all money collected on account of hall charges by the Senior Controller of Household Affairs, Chintan Bhawan or such other Officer as may be nominated for the purpose shall be submitted to AO, Home Department, Government of Sikkim, Gangtok with a copy to Secretary (Protocol), Home Department, Government of Sikkim, Gangtok on a monthly basis.
- Maintenance of Chintan Bhawan, Gangtok** 9. 1) The following departments have been allocated the following responsibilities for maintenance of Chintan Bhawan. The Departments shall meet up the expenditure within their own budget.
- (i) **Building and Housing Department:** Maintenance of the Bhawan, civil works, repainting, fencing, refurbishing and furnishing, internal and external get up etc. deputing skilled personnel on a regular basis.
 - (ii) **Energy and Power Department:** Providing uninterrupted supply of electricity, internal and external electrification including AC, generator – its maintenance, replacement of all damaged electrical components, deputing a full time electrician at Chintan Bhawan.
 - (iii) **Public Health Engineering and Water Security Department:** Providing uninterrupted internal and external water supply, maintenance of internal and external fittings, sanitation and sewage, attachment of skilled personnel etc.
 - (iv) **Forest, Environment and Wild Life Management Department:** Maintenance of flower garden, greenhouse, plantation and providing garlands, bouquet-table flower decorative, flower vase/pots during functions etc. Deputing at least two Malis (gardeners) under constant supervision of a responsible official.

- (v) **Urban Development and Housing Department:** Daily cleaning of the drains, laboratories, the surroundings, lifting of garbage etc. Deputing atleast two Safaikarmacharis on regular basis.
 - (vi) **Information and Public Relations Department:** Maintenance of expensive wall pictures placed in and around the Chintan Bhawan and timely replacement.
 - (vii) **Sikkim Fire and Emergency Service:** Maintaining fire protection and detection system at Chintan Bhawan. Regular checking of fire fighting equipments. Providing fire brigade Lorries to spray water around the complex once a week etc.
- (2) Senior Controller of Household Affairs / Incharge of Chintan Bhawan shall see that,
- (i) Chintan Bhawan is provided with all the basic necessary amenities;
 - (ii) the rooms, doors, windows, corridors and toilets etc are kept clean and tidy;
 - (iii) stock registers for furniture, furnishings, crockery, linen etc are maintained properly and physical verification is made through periodical inspection;
 - (iv) the buildings, gadgets, fencing and compound of the Chintan Bhawan is properly maintained.

Power to Relax

10. Where the State Government is of the opinion that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules.

By order and in the name of the Governor.

**Additional Chief Secretary-cum-Principal Secretary,
Home Department
Government of Sikkim**

ANNEXURE - I

Conduct of affairs:-

"Chintan Bhawan is the pride of the State"

Please abide by the following 'do's and don'ts' while at Chintan Bhawan:-

1. Please deposit the total hiring charges of Chintan Bhawan at State Bank of Sikkim under revenue head no-

0070-OAS

60-Other Services

115-Receipts from Guest Houses, Govt. Hostels, etc.
2. Please note the following sizes of banner-
 - a) Conference hall – Length – 11 ft. Breadth-5 ft.
 - b) Meeting hall – Length 9ft. Breadth-3.5.
 - c) Outside premises - length 12 ft, Breadth- 6 ft.
3. Please maintain cleanliness inside and outside the Bhawan during and after the programme. Please hand over the Bhawan to the Officer-in-charge in proper condition after use.
4. Please use the conferencing facility with utmost care. Should you have any problems, please report to the Officer-in-charge immediately;
5. Please do not entertain eating inside the conference and meeting hall. However water bottles are permitted;
6. Please serve tea/ snacks/ lunch and dinner at the Banquet Hall only which is available on hire;
7. Please do not allow the members to tinker with any of the conferencing equipments and electrical appliances;
8. Please do not allow members to lean on the glass railings inside the Bhawan;
9. Please park your cars orderly within the parking lot. Car washing inside the parking lot is strictly prohibited.
10. Please place your requisition for extra chairs with the Officer-in-charge, Chintan Bhawan, if required, well in advance. Do not take the chairs outside Bhawan without permission;
11. Please do not fix wooden framed festoons or placards inside the Conference Hall or anywhere inside the Bhawan premises. Please consult the Officer-in-Charge for such display in advance;

12. Please ensure that all the windows and doors are shut during the programme so as to provide better air conditioning/ Heating service. The AC operator may be advised to tune the AC as per requirement;
13. Please do not allow members to put up at Chintan Bhawan at night.
14. Please do not make personal telephone calls from the reception counter. However official communication can be made on request;
15. Please close the water taps tight and flush the toilets after use;
16. Please do not allow members to barge inside the control room or other restricted area inside the Bhawan without permission;
17. Please note that the damage of property of Chintan Bhawan shall tantamount to payment of penalty double the value.

Soliciting your kind cooperation.

**Mingma Diki Sherpa
Joint Secretary (P),
Home Department.**